7 September 1954

Harvard University Press LL Francis Avenue Cambridge 38, Massachusetts

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This Agency is engaged in the preparation of a pauphlet for instructional use within the Agency which will carry the title "Basic Management Course Materials."

This work will be prepared, assembled and issued within the Agency using the multilith process.

It is anticipated that approximately 150 copies of this work will be produced. All copies will be marked "OFFICIAL USE ONLY" and none will be offered for sale.

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15/

MATTHEW BAIRD Director of Training

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